

CPG CO-CHAIR SURVEY

INSTRUCTIONS: *This survey is designed to assist CDC and health departments in assessing the effects of HIV prevention community planning (for the most recent year during which you participated in it). The opinions of community planning group (referred to here as CPG) members and co-chairs, who are the experts on how community planning is conducted, are very important for this purpose. Please respond to the items as openly as possible, keeping in mind that your responses will not be linked to you in any way. If you are a member or co-chair of more than one CPG, please fill out a survey for each CPG you belong to.*

Date _____

Name of Jurisdiction Your CPG Represents
(State, city, territory)

Name of the CPG you will be referring to
throughout this survey

Demographic Information

Age: ☐ 16-19 ☐ 40-49
☐ 20-29 ☐ 50-59
☐ 30-39 ☐ 60+

Ethnicity ☐ Hispanic or Latino
(choose one): ☐ Non-Hispanic or Non-Latino

Sex: ☐ Male
☐ Female
☐ Transgender

Race (choose one or more category): ☐ White
☐ Black or African-American
☐ American Indian or Alaska Native
☐ Asian
☐ Hawaiian/Other Pacific Islander

Sexual orientation: ☐ Heterosexual
(choose one): ☐ Gay man
☐ Lesbian
☐ Bisexual man
☐ Bisexual woman

Type of organization you represent or are affiliated with (choose one or more):

- ☐ Health department
- ☐ Government organization (not health department)
- ☐ Community-based organization
- ☐ Member of affected community (not affiliated with organization)
- ☐ Health care provider
- ☐ Academic institution
- ☐ Other (please specify): _____

Type of geographic location in which you live:

- ☐ Urban ☐ Suburban ☐ Rural
- ☐ Other (please specify): _____

Does your organization receive HIV Prevention funding from the health department?

- ☐ Yes ☐ Not applicable
- ☐ No

General Information About the CPG

Type of CPG

- ☐ Statewide ☐ Directly funded city
☐ Regional ☐ Local
☐ Other

How many months is one term on the CPG for members? _____ months

Approximately what number of CPG meetings that all CPG members were expected to attend did you attend last year? _____ meeting(s)

On average, how many hours do *you* spend on all CPG activities per month?
_____ hour(s)

Including this term, how many terms have you served on the CPG? _____ term(s)

Perceptions of the Community Planning Process

Which of the following best describes the influence of CPG members? (Check the one that most applies)

- ☐ Members who are health department (HD) staff and members who are not HD staff have equal influence
☐ Members who are HD staff have more influence
☐ Members who are not HD staff have more influence
☐ I don't know

Questions Regarding the Core Objectives

Core Objective #1: Fostering the openness and participatory nature of the community planning process

For each of the following, choose one or more response

What approaches are used by the health department/CPG to recruit new CPG members?

- ☐ Mailings
☐ Media publicity
☐ Community forums
☐ Personal contacts
☐ Other (Please Specify) _____

What approaches are used by the health department/CPG to select CPG members?

- ☐ Appointment
☐ Selection of members by the health department
☐ Selection of members by a committee of the CPG
☐ Selection of members by the CPG
☐ Election
☐ Membership is open to all who want to participate
☐ Other (please specify) _____

Types of training and/or technical assistance provided to CPG members (choose one or more)

- | | |
|--|--|
| <input type="checkbox"/> Interpreting a needs assessment | <input type="checkbox"/> Epidemiology |
| <input type="checkbox"/> Interpreting an epidemiologic profile | <input type="checkbox"/> Dealing with conflict of interest |
| <input type="checkbox"/> Behavioral science | <input type="checkbox"/> Facilitation of meetings |
| <input type="checkbox"/> Prioritization | <input type="checkbox"/> Learning the roles of health departments and CBOs |
| <input type="checkbox"/> Conflict resolution | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Cultural sensitivity | |

Please rate your agreement with each of the following statements

Members of the planning group feel comfortable discussing issues openly, even when there are disagreements.

- ☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

The community planning process has been open and participatory.

- ☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

Core Objective #2: Ensuring that the community planning group(s) reflects the diversity of the epidemic in the jurisdiction, and that expertise in epidemiology, behavioral science, health planning, and evaluation are included in the process

Please complete the following table. In the first column, list all of the target populations addressed in your comprehensive plan. If the populations are prioritized, please list them in order (highest priority down to lowest priority). In the second column, provide the proportion of members on the CPG who are members of the target population. Members who belong to more than one target population should be counted for each population to which they belong. [If more space is needed, please attach an additional sheet.]

Target population	Proportion of members on the CPG who are members of the target population
EXAMPLE: African American women	$\frac{\text{\# of African American women on the CPG}}{\text{\# of CPG members}}$
1.	
2.	
3.	
4.	

5.	
6	
7.	
8.	
9.	
10.	

Number of CPG members who are self-disclosed individuals living with HIV:_____members

Please rate your agreement with each of the following statements

Expertise in <u>epidemiology</u> had a large enough influence on the planning process. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
Expertise in <u>behavioral science</u> had a large enough influence on the planning process. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
Expertise in <u>health planning</u> had a large enough influence on the planning process. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
Expertise in <u>evaluation</u> had a large enough influence on the planning process.. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
The community planning process reflects the diversity of the epidemic in the jurisdiction. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know

Core Objective #3: Ensuring that priority HIV prevention needs are determined based on an epidemiologic profile and a needs assessment

Please rate your agreement with each of the following statements

The <u>epidemiologic profile</u> was useful for decision-making purposes. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
The plan adequately incorporates data from the <u>epidemiologic profile</u>. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
The <u>needs assessment</u> was useful for decision-making purposes. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know
The plan adequately incorporates data from the <u>needs assessment</u>. <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know

Core Objective #4: Ensuring that interventions are prioritized based on explicit consideration of priority needs, outcome effectiveness, costs and cost effectiveness, theory, and community norms and values

When determining HIV prevention priorities, did members explicitly consider the items listed below?

Social and behavioral science theories	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know
Community norms and values	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know
Cost effectiveness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know
Known effectiveness of interventions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know
Priority needs of target populations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know

Please rate your agreement with the following statements

<p>CPG members have adequate knowledge and skills to participate fully in discussions about the prioritization of <u>interventions</u>.</p> <p><input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know</p>
<p>CPG members have adequate knowledge and skills to participate fully in discussions about the prioritization of <u>needs</u>.</p> <p><input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know</p>

Core Objective #5: Fostering strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources

<p>CPG members had adequate time to comment on the comprehensive plan before it was submitted to CDC.</p> <p><input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know</p>
<p>The comprehensive plan adequately incorporates decisions made by the CPG.</p> <p><input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know</p>
<p>CPG members had adequate time to comment on the health department's application for funding before it was submitted to CDC.</p> <p><input type="checkbox"/> Strongly disagree <input type="checkbox"/> Somewhat disagree <input type="checkbox"/> Somewhat agree <input type="checkbox"/> Strongly agree <input type="checkbox"/> I don't know</p>

The funding application adequately incorporates decisions made by the CPG.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

CPG members are adequately informed about the ways in which funds are allocated.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

Allocation of CDC HIV prevention funds by the health department adequately incorporates priorities in the comprehensive plan.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

The community planning process has adequately fostered strong, logical linkages between the community planning process, plans, applications for funding, and allocation of CDC HIV prevention resources.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

General Questions about Community Planning

The amount of time available for conducting all community planning activities is adequate.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

The health department's HIV prevention funds have been distributed fairly.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

Given the money and time that has been put into community planning in my jurisdiction, I am satisfied with what has been accomplished.

☐ Strongly disagree ☐ Somewhat disagree ☐ Somewhat agree ☐ Strongly agree ☐ I don't know

Considering your answer to the previous question, please describe what you believe has made HIV prevention community planning in your area successful or problematic.

What other comments do you have about the community planning process in your jurisdiction?

Thank you very much for taking the time to complete this survey!